

# Indiana 5-Star Environmental Recognition Program for Child Care Facilities Additional Resources

## **So how do you start?**

At first glance the application process may seem complicated, but don't give up! The best way to start is by reading through the application, deciding how many stars you'd like to apply for, and completing the self-assessment booklet. Once you've checked off the items that are already completed on the application, please give IDEM a call at (800) 988-7901. We will help you determine if you need a lead risk assessment or asbestos inspection and will be able to provide them both for free. Then we'll help you determine the next steps toward submitting the application.

## **Things you'll need to start the application process:**

- . [Application](#)
- . [Self Assessment](#)
- . IDEM's Phone Number (800) 988-7901, ask for Gayla

## **Bloodborne Pathogen Plan**

For a sample [Bloodborne Pathogen Plan](#), call IDEM.

## **Emergency Action Plans**

For a sample [Emergency Action Plan](#), call IDEM.

## **Hazard Communication Plans**

For a sample [Hazard Communication Plan](#), call IDEM.

## **IDEM Pledge**

It is mandatory for all participants to sign and post the pledge. If you need a pledge, please contact IDEM.

## **Environmental Self Assessment**

The [self assessment](#) allows you to walk through your facility yourself and rank areas where hazards may be present. The self assessment was sent to your facility in an earlier mailing. It is mandatory for all applicants to complete the assessment. If you need a copy, please contact IDEM.

## **Simple Steps Information**

This information is available from IDEM and includes [posters, magnets, placemats, and information](#) on lead, mercury, radon, and other hazards. If you send an application, you

will receive this information automatically. Most of the information is also available to those who do not apply.

### **Asbestos Reviews**

IDEM is offering free CTAP asbestos reviews for those facilities applying for stars. Please contact IDEM to set up a review for your facility. (Please note: if you are [renovating your facility](#) [pdf], state law requires that you have an asbestos inspection using a licensed inspector. The free CTAP asbestos reviews do not satisfy this state law.)

### **Radon Tests**

Radon test kits are available at many local hardware stores. They range in cost from \$10.00 to \$20.00. Radon test kits are also available from the National Safety Council for \$9.95 and can be ordered by calling 1-800-557-2366.

### **Material Safety Data Sheets (MSDS)**

MSDS's are available at no charge by calling or writing the manufacturer of the material. Their phone number or address should be listed on the material.

### **Lead Risk Assessments and Water Samples**

Although most public water supply companies test the water for lead, this will not suffice as a test for this application. A test at the water company will not indicate whether pipes at your facility contain lead. Contact IDEM to ask about having a Lead Risk Assessment performed at your facility.

### **Fluorescent Light Bulbs and Mercury**

If your facility has [fluorescent light bulbs](#), recycling is encouraged. Most counties offer free recycling through your [solid waste management district](#). Contact your local solid waste management district for more information. The use of [mercury containing thermometers](#) is discouraged. If you replace these thermometers with digital, please take your mercury containing thermometers to your local solid waste management district for proper disposal. Many [thermostats](#) contain mercury. If you replace your thermostat with digital, please take your mercury containing thermostat to your local solid waste management district for proper disposal. (Having trouble figuring out if your thermostat uses mercury? Most round thermostats are mercury containing. Most digital thermostats do not contain mercury. Contact IDEM if you need assistance.) If you decide not to replace your mercury containing thermostats and you apply for 3 or 5 stars, you will need to order a mini mercury spill kit (part number 39963) for your facility. These can be purchased from lab suppliers such as Lab Safety (1-800-356-2501) for about \$15.00. You will also need to place a "Contains Mercury" Sticker on the thermostat as a reminder to recycle it rather than throw it away.

### **Recycling**

If you are not currently recycling, contact your local [solid waste management district](#) to find out how they can help you begin. These phone numbers are located in your compliance assistance manual.

### **Pets**

If you have pets with fur at your facility, you will need to send a notice home to parents indicating that children can be allergic or have asthmatic reactions to pets. They should check with their family physician to be sure their child can be around pets. For a [sample pet notice](#), call IDEM.

### **Video**

[“Protecting Children from Environmental Threats: Guidance for Indiana’s Child Care Facilities”](#) is a free video available from IDEM. It provides guidance to anyone operating a child care facility in Indiana. It attempts to explain in clear, understandable terms, the rules and regulations of several Indiana agencies that regulate child care facilities, including:

- Indiana Department of Environmental Management
- Family and Social Services Administration
- Indiana State Department of Health
- Office of the State Fire Marshal
- Indiana Occupational Safety and Health Administration